

The Society keeps the following personal data about you: Your name and title ; Your address ; Your phone number and/or mobile phone number where you have provided one ; Your email address where you have provided one ; Details of membership subscriptions you have paid ; Details of any Gift Aid authorities you may have signed ; Details of any events you may have attended and payments you have made for admission tickets.

In addition, we may have retained emails that you have sent us to book events or ask questions about the Society and its activities. Your personal data is stored on a password protected database held by the Treasurer and is shared with the Chair, Secretary and Membership Secretary.

Membership records are stored securely. They are password protected and regularly backed up, on a stand-alone hard drive. Some of our records, such as membership forms and Gift Aid authorities, are also retained in paper format and are held by the relevant officers. We keep the information for as long as we deem necessary within the remit of the legislation.

Membership details and Gift Aid authorities will be retained for as long as you are a member. We may also need to keep financial information for a period of six financial years after the end of the financial year in which the transaction occurred so that we can respond to any enquiries from HMRC about our income or applications for Gift Aid.

We only use the information we keep to help us to administer the functions of a membership-based organisation and to notify you of our latest news, activities and events. We may occasionally also tell you about events organised by others that we think may be of interest to members (see below) but we will not pass on your information to third parties without your permission unless we are required to do so in law.

Your rights You have a right to ask us to tell you what information we hold about you at any time. You can do this by writing to us at our postal address (10 Old Pye Street, London SW1P 2DG) or by emailing us at info@thethorneyislandsociety.org.uk. You also have the right at any time to correct any information we hold about you which is incorrect or out of date. You have a right to cancel your membership at any time and ask for your details to be removed from our mailing lists. Please note that we may need to keep details of payments you have made to us (and what for) even after your membership ends as explained above.

How we will contact you When you join the Society, we add your name to our database and then keep you informed of the Society's activities. As a minimum, we will continue to contact you about your membership of the Society and to remind you of when your subscription is due. In addition, we will continue to tell you about our events and activities unless you ask us to stop. We will use our judgement and discretion to decide which events not organised by us that we tell you about. Please bear in mind that we will usually only contact you in the way we do now. This will usually be by email (if you have provided us with an email address) or by post. People who have provided us with an email address will receive information from us more frequently than people who have only provided us with a postal address. Very rarely, we may need to contact you by telephone but this would usually only be to let you know about late changes to our events where an email or letter may not reach you in time.